

FIRST MIDDLE INITIAL LAST NAME

Current Address
P.O. Box 123
St. Bonaventure, NY 14778

name@sbu.edu
(555) 555-5555

Permanent Address
1 Winding Way
Anytown, NY 14444

EDUCATION

St. Bonaventure University, St. Bonaventure, NY Anticipated: May 20XX
Bachelor of Arts in Journalism
GPA: 3.42/4.00 Dean's List all semesters
Relevant Coursework: Communication Today, Professional Writing,
News Writing and Reporting, Media Law, Reporter's Narrative, Video Production

RELEVANT EXPERIENCE

Assistant Editor, *The Bona Venture* January 20XX – present

- Proofread and critique articles in collaboration with senior editor
- Write weekly feature article in music and arts realm
- Communicate weekly goals to 5 person feature writing team in a timely manner

Webcasts Coordinator, *SBU TV* September 20XX – present

- Develop scripts for weekly segments
- Upload content and clips for broadcast via channel and website
- Conduct and film interviews for campus sports events

Co-President, *SBU Photography Club* Fall 20XX - present

- Organize club group sessions for outdoor practice shooting
- Maintain club's website by uploading photos and current topic ideas

Audio Visual Assistant, *SBU Library* Summer 20XX

- Prepared equipment for presentations, classes and student use
- Assisted with maintenance and cleaning of equipment

EMPLOYMENT

Telephone Fundraiser, *Bonathon, SBU* April 20XX – May 20XX

- Solicited SBU alumni for monetary donations
- Recognized for meeting annual benchmark goals

Food Service Worker, *Arby's, Anytown, NY* Summer 20XX

- Prepared orders, ran register and provided excellent customer service

ACTIVITIES

Peer Mentor, First Year Experience Program (Fall 20XX - present)
Volunteer, Warming House Soup Kitchen (Fall 2011 - Spring 20XX)
Team Member, Intramural Volleyball (Fall 20XX)

SKILLS

Computer/Technical – Microsoft Word, PowerPoint, Publisher and Excel; advanced training and knowledge of Adobe InDesign and working knowledge of Adobe Photoshop.
Language – Intermediate knowledge of written and spoken Spanish